

DD/S

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MEMORANDUM FOR: Director of Personnel

ATTENTION: Mr. [REDACTED]

SUBJECT: Identifying Persons Relative to Eligibility
for Overtime Pay

REFERENCE: Memo for Head of Training Career Service from
D/Pers dated 4 November 1958, same subject

1. With reference to paragraph 4. of the Policy Statement attached to referenced memorandum, it is and will continue to be the policy of the Office of Training not to pay overtime to persons in grades GS-11 and above. Such individuals will receive compensatory time only.

2. With reference to paragraph 2. of the Policy Statement, it is and will continue to be our policy to make payment to persons in grades GS-10 and below for all overtime worked pursuant to prior approval by appropriate supervisory authorities.

3. I am not aware of any decision by the Career Council that Junior Officer Trainees in grades GS-10 and below would be an exception to this policy. As you know, we would not pay any overtime to people in formal training courses, including JOTs, regardless of the number of hours worked. However, JOTs in grades GS-10 and below assigned to other Agency components have been paid for overtime if approved by the appropriate supervisor in each component. I believe this practice should be continued.

4. There is one problem of overtime payment which does not relate to personnel having an ST service designation, but which will require consideration. This problem concerns personnel from other components who teach in the Voluntary Language Program before and after normal duty hours. These persons are all GS-11 and above and are now being paid for their overtime services since the work in no way

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relates to their normal duties. Payments are made by the owning offices who receive reimbursement from OTR. We are exploring possibilities of paying these individuals in some manner other than through the overtime system.

5. I would also like to point out that your memorandum refers to payments for overtime to persons "in your Service". There are many people with ST designations who are on rotational assignments to other components, particularly the DD/P. I assume that overtime payments to such persons will be governed by the policy followed in each office of assignment. The attached memorandum from the Commercial Staff relating to Project [REDACTED] covers such a case. I have no objection to this memorandum.

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MATTHEW BAIRD
Director of Training

Attachment

Distribution:

Orig & 1 - Addressee

✓ 1 - [REDACTED] DD/P

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